

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title:	Funding Code:	Type of engagement	Duty Station:
Consultancy for Mental Health Psychosocial Support Consultant		Consultant (National) Individual Contractor Full Time	Georgetown, Guyana

I. Background

The Joint Programme on Mental Health and Psychosocial Support (MHPSS) in the period 2023-2024 will support the mapping of MHPSS needs and priorities for children and adolescents in Guyana. This programme will be conducted with UNICEF and WHO programme staff at the country level in coordination with the Ministries of Health, Education and Human Services and Social Security. Recognizing this, UNICEF, in collaboration with PAHO/WHO, is now seeking to appoint a consultant to provide intensive support of the implementation of the Joint Programme over a 12-month period.

• Methodology

UNICEF Guyana and Suriname Country Office is seeking to contract a consultant to be responsible for coordinating the implementation of the country-level Joint Programme on MHPSS in Guyana. This will include, but not be limited to, the activities listed below. The process should be participatory, bringing together multiple stakeholders to share knowledge and insights, as well as feedback on the progress on the implementation of planned activities.

The consultant will:

- Work with UNICEF and PAHO/WHO country office technical staff on the expansion of the existing country-plan for the Joint Programme, building on the country case for support and the existing Joint Workplan as relevant.
- Liaise between PAHO/WHO and UNICEF country offices and supporting engagement and coordination with country level stakeholders.
- Facilitate stakeholder consultations, and regular joint planning and review meetings with UNICEF, PAHO/WHO and ministerial staff of the relevant sectors at the national level and the selected sub-national levels as deemed necessary to the implementation of the joint workplan.
- Support the day- to day implementation of the Joint Programme workplan through the provision administrative and logistical support to UNICEF, PAHO/WHO and country level stakeholders in the implementation of the planned activities.
- Perform budget monitoring and reporting. The consultant will produce and submit monthly budget monitoring reports. In addition, the consultant will provide ad-hoc reports as requested by management.
- Produce narrative reporting on the Joint Programme Monitoring Framework. This includes providing a monthly internal report on the status of the workplan activities, as well as providing inputs for the regional MHPSS reports.
- Draft the terms of reference for all other consultancies required in the implementation of the joint workplan.
- Support the coordination with UNICEF internal sectors (e.g. Child Protection, Social and Behavioral Change, Education) and the establishment of a social media platform that ensures the integration of different components of MHPSS services to better reach target populations.
- Work closely with other consultants recruited to support to provide technical support for the development of specific deliverables from Joint Workplan.

• **Deliverables and Payment Schedule**

Payment of professional fees will be based on monthly submission and approval of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant. The Consultant will submit all deliverables in soft copy in Word document format and a PDF format.

Activities and Deliverables	No. of Days
1. Coordinate and facilitate monthly meetings between UNICEF, PAHO/WHO and ministerial stakeholders with the drafting of minutes.	30
2. Provide administrative and logistical support to ensure the day-to-day implementation and monitoring of the Joint Workplan at the central level and in the field	140
3. Production of the monthly budget monitoring and narrative progress report	30
4. Support and coordinate the drafting of the terms of references of consultancies for all other consultancies required in the implementation of the joint workplan.	40

Profile of Consultant

These terms of reference are for an individual consultant. The following characteristics are required and desirable.

Required:

This consultancy is for a person who must possess the following competencies:

- A Master's degree in public health, global health, mental health, psychology, social services, or related areas
- A minimum of 5 years of professional experience in field of public health including supporting the primary health systems and public health initiatives. Experience related to mental health and psychosocial wellbeing is a plus.
- Track record of leadership, facilitation, and coordination skills with commitment to delivering timely and high-quality evaluation reports.
- Previous experience working multiple stakeholders including international development partners, government agencies and civil society groups
- An excellent understanding of data and monitoring principles.
- Knowledge of the equity and gender approaches and their application
- Fluency in spoken and written English
- Good ability to write reports clearly and concisely.
- Strong organisational, communication and presentation skills

Desirable:

- Previous work experience with the United Nations System.
- Experiential knowledge of Guyana's sub-regional contexts.

Responsibilities of Key stakeholders

UNICEF, in collaboration with WHO, will:

- Meet initially with the Consultant to ensure a shared understanding of the assignment and to clarify expectations
- Follow-up and provide support to the consultant throughout the consultancy.
- Review and approve plans, reports, training materials and presentations providing relevant feedback and input.
- Provide the consultant with materials/reports to support preparation for the consultancy.

The Consultant will:

- Meet initially with CO technical officers from UNICEF, PAHO/WHO and officials from the Ministries of Health, Education and Social Services and Security to discuss the consultancy and timelines in detail.
- Review all documents related to the Joint Programme on MHPSS
- Submit inception report with all relevant annexes.
- Incorporate feedback from UNICEF, PAHO/WHO and officials from the health, education and social services sectors on all reports, training material and presentations.
- The consultant shall act in a manner within the laws of the country of Guyana and the core values (CRITAS) of UNICEF.

Ethical considerations

UNICEF supports data generation in full compliance with ethical considerations. No information, including data, that are reviewed for this assignment or data to which the Consultant is privileged during the assignment - as a direct or indirect result of being the Consultant for this assignment - can be shared and or be used by the Consultant neither can s/he approve the use of the whole or any part of it, for personal or professional purposes, without approval in writing from the Ministry of Health and UNICEF, jointly. The Consultant is required to disclose in writing any experience, of himself or his immediate family, which may give rise to a potential conflict of interest, and to deal honestly in resolving any conflict of interest which may arise during this assignment.

Application Requirement

Interested persons are asked to apply by **August 10th, 2023** online (link will be provided in Advertisement). Please ensure the application is completed thoroughly and the following is shared with the expression of interest. Successful candidates will be notified by the UNICEF Human Resources officer by the end of the second week after the application closes.

5. A technical proposal for the assignment
6. A financial proposal for the assignment

The technical proposal should include a detailed methodological proposal, a CV, examples of coordination, training and/or facilitation efforts, and other relevant information to ensure the quality of the presented proposal and minimize the disqualification.

The financial proposal should be a lump sum proposal and should include consultant's fee, travel costs and per diem, etc.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2023	Guyana Survive and Thrive	This task required specialized knowledge in the field of mental health and psychosocial support where specialized capacity in the CO does not currently exist.

Included in Annual/Rolling Workplan: No, please justify:

Consultant sourcing: National International Both		Request for: New SSA – Individual Contract Extension/ Amendment	
Competitive Selection: Advertisement Roster			
Single Source Selection (Emergency - Director's approval)			
If Extension, Justification for extension: N/A			
Supervisor: Jewel Crosse	Start Date: August 21 st , 2023	End Date: July 18 th , 2024	Number of Days 11.5 months
Estimated Consultancy fee			
Travel International (if applicable)		Not applicable	-----
Travel Local (please include travel plan)		Office will provide transport for	-----
DSA (if applicable)		Not applicable	-----
Total estimated consultancy costsⁱ			
Minimum Qualifications required*:		Knowledge/Expertise/Skills required*:	
Bachelors Masters PhD Other		<ul style="list-style-type: none"> See description under Section 5 	
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))			
A) Technical Evaluation (e.g. maximum 75 Points)		B) Financial Proposal (e.g. maximum of 25 Points)	
- Education – 30 points - Experience – 45 points - Financial Proposal – 25 points			
Administrative details: Visa assistance required: <input type="checkbox"/> <input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:		If office based , seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>	

Request Authorised by Section Head	Request Verified by HR:
<p><i>Approval of Chief of Operations (if Operations Programme)</i></p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p><i>Nicolas C. Pron</i></p>	<p><i>Approval of Deputy Representative (if)</i></p> <p><i>Prya Hirasingsh OIC</i></p>

Annex 1

List of the Resource Material to be reviewed by the Consultant during the desk and literature review as described in phase 1:

- National Mental Health Action Plan
- Suicide Prevention Plan Young People’s Participation and Mental Health
- A Protocol for Practitioners Strategy- Mental Health Global Strategy
- The WHO Comprehensive Mental Health Action Plan 2013 -2030
- The Mental Health Atlas 2021
- Guidance on community mental health services: promoting person-centred and rights-based approaches.
- Suicide Prevention and Promotion Act
- Mental Health Act 2022

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF
